



Electronic Plan Review Submittals (eplan)

We are currently accepting online/electronic plan review submittals. The following is a brief description of our process and expectations. In order to submit for an online submittal the following criteria must be met:

1. If your current proposed project is for a Tenant Improvement, deferred submittal, or plan change, **original** project must have been in an electronic format. (If project was submitted on paper, then your new proposed project must follow suit, and continue as a paper submittal)
2. An application must be filled out prior to uploading your plans. Please click here for the online application:
<https://general.gilbertaz.gov/eforms/eplan/BLDGSubmits/ePlanAppConst.cfm>
3. Once your online application is received, you will receive a separate email with an external link to upload your plans for an administrative review, which will include a brief quality check of your plans. If your upload is lacking any documents, or is uploaded in any format other than PDF, your submittal will not be accepted. Please allow up to one business day to receive the notification.

*All documents must be separated by individual sets; i.e. Architectural, Structural Calculations, narratives; etc. The documents must also be formatted for viewing, with no restrictions or locks.

4. After review and acceptance of your plan submittal, should your project require any upfront plan review fees, you will receive an email that indicates your **plan review** fees are now invoiced and must be paid before your submittal is placed into the plan review process. To make payments or if you have any questions, please contact us at (480) 503-6700 between the hours of 7:00a.m.-6:00p.m., Monday-Thursday. You will need the project # provided to you.
5. Once payment is received, your submittal will be placed into queue for plan review. Your estimated completion date will be determined based on the date of payment received.

Any incomplete submittals will not be accepted. Please ensure all your documents are in PDF format.